SIDES & SIDES E-RESPONSE

Developed through a strategic partnership between the U.S. Department of Labor (USDOL) and state UI agencies, Unemployment Insurance (UI) SIDES is a web based system that allows employers and TPAs to receive and respond to separation information requests electronically.

There are two ways employers can utilize SIDES and the best option depends on the employer's specific needs.

- **SIDES E-Response** is ideal for employers with a limited number of UI claims throughout the year.
- **SIDES** is best suited for large employers and TPAs that typically deal with a large volume of UI information requests. SIDES is especially helpful to those employers and TPAs that operate in multiple states.

SIDES E-Response

SIDES E-Response is a website accessible free of charge to any employer or third-party administrator (TPA) with internet access. SIDES E-Response provides a secure, nationally-standardized format, in which employers and TPAs can easily respond to UI information requests, attach documentation when needed and receive a date-stamped confirmation of receipt.

Submit Your E-Response in 4 Steps

Step 1.   Locate Your Login Credentials
Before logging into SIDES E-Response, you will need the following login credentials provided in the upper left hand portion of each TDLWD Time Sensitive Request for Separation Information:

- Federal Employer Identification Number (FEIN)
- State Employer Identification Number (SEIN) if used by requesting State.
- 4-digit Identification Number/Access Code

- ➢ **NOTE: YOUR FEIN MAY BE PRINTED IN BOTH THE FEIN AND SEIN FIELDS ON THE TIME SENSITIVE REQUEST FOR SEPARATION INFORMATION. IF YOUR FEIN IS PRINTED IN BOTH FIELDS ON THE REQUEST, YOU'LL NEED TO ENTER THE FEIN IN BOTH FIELDS ON THE E-RESPONSE LOGIN PAGE.**

Step 2.   Logging In
To log-in to SIDES E-Response:

1. Go to the E-Response website at http://uisides.org
2. On the "WELCOME" screen, select **"Separation Information"** and click the Select button
3. On the "LOGIN" screen:
   o Select Tennessee from the drop-down list
   o Enter your FEIN without dashes or other punctuation
   o Enter your SEIN without dashes or other punctuation
   o Enter your Identification Number/Access Code
   o Click the "Login" button.

Step 3. Enter and Submit Your Separation Information
- Once you're logged in to E-Response, you will see the pending separation information request or requests that are associated with the PIN that you entered.
- Create and submit your response by following the step by step instructions provided in the SIDES E-Response User Guide. To view or download the guide, click the link below.
  https://uisides.org/sew-s/documents/usersGuide.pdf

Step 4. Retain a Copy of Your Confirmation Number for Your Records
- After your response has been successfully submitted, print and keep your confirmation number in your files.

NOTE: The confirmation number will also appear at the top of the PDF under the View/Print link. We strongly recommend you print a copy of your submission for your records. You may also save an electronic copy of the PDF document.

Separation information requests are available to you on the E-Response website for 30 days. After 30 days, they are deleted from the web site.

SIDES

SIDES is an automated computer-to-computer interface best suited for large employers and TPAs that deal with a large volume of UI information requests and/or operate in multiple states.

Employers and TPAs that use SIDES are required to develop software to connect their internal IT systems to the SIDES Central Broker which routes requests and responses to the appropriate recipient. The SIDES team provides written technical implementation guidance and in-person training for developing the SIDES connection. Detailed technical information is available at http://info.uisides.org.